State of California

DEPARTMENT OF THE YOUTH AUTHORITY

MEDICAL TECHNICAL ASSISTANT (CORRECTIONAL FACILITY)



(Peace Officer Classification) OPEN SPOT EXAMINATION CONTINUOUS FILING



ITIS ANOBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE

OPEN SPOT for the following facilities: Northern California Youth Correctional Center - Stockton, Preston Youth Correctional Facility - Ione, El Paso De Robles Youth Correctional Facility - Paso Robles and Heman G. Stark Youth Correctional Facility - Chino. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

State applications (Form 678) are available at Youth Authority offices/facilities, State Personnel Board at 801 Capitol Mall, Sacramento or at the State Personnel Board's web site: www.spb.ca.gov, and offices of the Employment Department. Applications may be filed in person or by mail with the:

Department of the Youth Authority Personnel Management Services Division 4241 Williamsbourgh Drive, Suite 115 Sacramento, CA 95823

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State application (Form 678). You will be contacted to make specific arrangements.

FINAL FILING DATE

Applications will be accepted on a continuous basis until needs are met.

EXAMINATION INFORMATION

Supplemental Application Weighted 100%. All candidates who meet the requirements for admittance to this examination will be required to complete a Supplemental Application which will be mailed at a later date. **PERSONS WHO DO NOT RETURN THE COMPLETED SUPPLEMENTAL APPLICATION WILL BE CONSIDERED TO HAVE WITHDRAWN FROM THIS EXAMINATION.** The information on the Supplemental Application will be used to assess each candidate's relevant education and experience. The Supplemental Application will be evaluated by using a predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.

SALARY RANGE

\$3132 - \$4573

REQUIREMENTS FOR ADMITTANCE

<u>NOTE:</u> It is your responsibility to make sure you meet the education and/or experience stated below. Your signature on your application indicates you have read, understood, and possess the basic qualifications required.

Education: Graduation from high school, passing the general educational development test indicating high school graduation level, passing the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university. The high school shall be either a United States public school meeting the high school standards set by the state in which it is located, an accredited United States Department of Defense high school, or an accredited nonpublic high school. Any accreditation required by this paragraph shall be from an accrediting association recognized by the Secretary of the United States Department of Education pursuant to Government Code Section 1031(e) and

Either Pattern 1:

Possession of a valid license from the State of California to practice as a Licensed Vocational Nurse or Registered Nurse. (Persons applying under this pattern who are within six months of completing their academic training as a Registered Nurse or Licensed Vocational Nurse will be admitted to the examination, but must obtain a valid license from the State of California to practice as a Registered Nurse or Licensed Vocational Nurse to be eligible for appointment.)

Or Pattern 2:

Twelve months' experience rendering patient care while on active duty in the medical corps of any of the armed forces of the United States or in the United States Public Health Service and completion of the basic course of instruction in nursing required by the United States Public Health Service or by his or her particular branch of the armed forces. (Persons qualifying under this pattern must be eligible at time of appointment for licensure as a Registered Nurse or Vocational Nurse and must obtain a State of California license within six months of employment.)

Special Personal Characteristics: Neat personal appearance; adaptability; emotional maturity and stability; tact; patience; sympathetic and objective understanding of persons under restraint; leadership ability; willingness to work irregular hours; satisfactory record as a law-abiding citizen; normal or corrected to normal hearing; sound physical condition; strength, endurance, and agility; free from the use of illicit drugs; and willingness to report for duty at any time due to an emergency crisis. Assignments during a shift may include sole responsibility for the supervision of inmates, youthful offenders, residents, or patients and/or the protection of personal and real property.

Distinguishing Characteristics:

 In lieu of Youth Correctional Officers in a correctional facility in instances where medical skills are required of custodial officers in addition to their usual responsibilities for the custody and supervision of youthful offenders.

 $\underline{\mathbf{Or}}$

2. In lieu of registered graduate nurses, certified clinical laboratory technicians, or certified x-ray technicians, or certified physical therapy technicians. Such employment occurs either in instances where qualified specialists in these classifications are unavailable or where the size or nature of the medical program would not warrant separate specialists in these various categories, and the duties of several specialities may be combined in one position.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Medical Technical Assistant (CF) Final Filing Date: Continuous Filing Class Code: WZ25 - 8217

Department of the Youth Authority Personnel Management Services Division 4241 Williamsbourgh Drive, Suite 115 Sacramento, CA 95823 Telephone: (916) 262-1338

Web Site: www.cya.ca.gov Toll Free Number: 1-866-466-4CYA Medical Technical Assistant

Class Code: WZ25-8217

Final Filing Date: Continuous

THE POSITION

Under direction, in a youth correctional facility in the Department of the Youth Authority, performs tasks involved in the medical and/or psychiatric care of youthful offenders, residents, or patients; maintains order and supervises the conduct of youthful offenders, protects and maintains the safety of persons and property; and does other related work.

Vacancies exist at the Northern California Youth Correctional Center, Preston Youth Correctional Facility, El Paso De Robles Youth Correctional Facility and Heman G. Stark Youth Correctional Facility.

EXAMINATION SCOPE

Knowledge of:

- Fundamentals of nursing care.
- 2. General nursing procedures and techniques involved in the care of individuals who are physically ill.
- 3. Practical bedside nursing procedures.
- 4. Principles used in caring for the immobile patient.
- 5. Medical terminology and hospital routines and practices.
- 6. First-aid procedures and therapeutic measures.
- 7. Uses and effects of medicines and narcotics; routine clinical laboratory methods and procedures.
- 8. X-ray equipment and techniques.
- 9. Operating and maintaining x-ray equipment and use care of laboratory equipment.

OVERVIEW OF THE SELECTION PROCESS

Are you aware that, TO BECOME A PEACE OFFICER, you must meet specific medical, personal background and special characteristic requirements? Each requirement will be measured, tested, and/or verified throughout the selection process. Read on for further information.

- 1. Supplemental application
- 2. Eligible List
- 3. Contingent Job Offer
- 4. Background Investigation
- 5. Psychological Evaluation
- 6. Medical Examination
- 7. Training Academy
- 8. Report to Work

PEACE OFFICER REQUIREMENTS

PERSONS APPOINTED AS A PEACE OFFICER MUST MEET THE FOLLOWING REQUIREMENTS:

ASELIMIT: To be appointed as a Medical Technical Assistant (CF), a person must have reached his/her 21st birthday.

CITIZENSHIP REQUIREMENT:

Existing law provides that in order to be appointed to a peace officer position, a person must be either a United States citizen or a permanent resident alien who is eligible for and has applied for United States citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

FELONY DISQUALIFICATION:

If you answered "yes" to question #11 on the State application (Std. 678), you are disqualified from being employed as a peace officer under Government Code Section 1029 and your application for this examination will not be accepted.

${\it Exception to the felony disqualification:}$

Ex wards of the Youth Authority may file an application provided that:

- 1. They have been honorably discharged by the Youthful Offender Parole Board, and
- 2. Five years have passed since the discharge, and
- 3. They have had no misdemeanor or felony convictions except for traffic misdemeanors since their discharge.

FIREARM CONVICTION DISQUALIFICATION

Anyone (1) restricted from possessing, carrying, or having under his/her control a firearm pursuant to Penal Code 12021; or (2) convicted of a misdemeanor crime of domestic violence under Title 18, United States Code, Section 922(g)(9); or (3) restricted under any other Federal or State law from possessing, carrying, or having under his/her control a firearm, is ineligible for appointment to any position in this classification

HIRING PROCESS: Job offers are contingent on the applicant passing the psychological test, background investigation process, medical requirements, and maintaining the job standards until appointment.

BACKGROUND INVESTIGATION PROCESS:

Pursuant to Government Code Sections 1029.1 and 1031(d), all persons successful in this examination who are not Department of the Youth Authority peace officers, shall be required to undergo a thorough background investigation prior to appointment. Department of the Youth Authority peace officers who are successful in the Medical Technical Assistant Examination shall be required to undergo a partial background investigation for verification of the experience and educational requirements of the minimum qualifications.

MEDICAL REQUIREMENTS

Prior to appointment, every applicant who is given a job offer will be required to undergo a medical examination, Mantoux Tuberculosis skin test and Spirometry test to determine that he/she can perform the essential functions of the job safely and effectively. This examination will be conducted by medical service providers located throughout the State and will be paid for by the Department.

PSYCHOLOGICAL SCREENING:

After an applicant has been offered a job contingent on passing the medical examination, he/she will be scheduled for a psychological screening evaluation conducted by the State Personnel Board in accordance with the California Code of Regulations Sections 172.4 through 172.11.

TRAINING ACADEMY REQUIREMENTS:

Persons selected to be peace officers must satisfactorily complete 16 weeks of the Department's Training Academy and site orientation. Failure to satisfactorily complete this training will result in rejection during probation.

Medical Technical Assistant (CF)

Class Code: WZ25-817

Final Filing Date: Continuous

ELIGIBLE LIST

Separate open spot eligible lists will be used to fill vacancies at the Youth Authority facilities on page 1. Names of successful competitors are merged into the lists in order of final scores, regardless of date. Eligibility expire 24 months after it is established.

VETERANS PREFERENCE CREDIT Veterans preference credit will be added to the final score of all competitors in this examination who qualify for and have requested these points and who are successful in all parts of the examination.

GENERAL INFORMATION

For an examination with a written test feature, it is the candidate's responsibility to contact the Department of the Youth Authority, Personnel Management Services Division, Examination Unit, 4241 Williamsbourgh Drive, Suite 115, Sacramento, CA 95823, (916) 262-1338 three days prior to the written test date if he/she has not received his/her notice.

The Department of the Youth Authority reserves the right to revise the examination plan to better meet the needs of the department if the circumstances under which this examination plan changes. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required.

Felony Disqualification: You are disqualified from being employed as a peace officer if (1) you have been convicted of a felony in this State or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in this State; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been found not guilty by reason of insanity of any felony; (5) you have been determined to be a mentally disordered sex offender; or (6) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may answer "no" to question 11 on the application (Form 678) if your conviction(s) (1) have been sealed under Penal Code Section 851.8, and Health and Safety Code Section 11361.5, 11361.7(c); (2) have been expunged or are expungable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses.

High School Equivalence for Peace Officer Classes: Be a high school graduate, pass the General Education Development Test indicating high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university. The high school shall be either a United States public school meeting the high school standards set by the state in which it is located, an accredited United States Department of Defense high school, or an accredited nonpublic high school. Any accreditation required by this paragraph shall be from an accrediting association recognized by the Secretary of the United States Department of Education. This subdivision shall not apply to any public officer or employee who was employed, prior to the effective date of the amendment of this section made at the 1971 Regular Session of the Legislature, in any position declared by law prior to the effective date of that amendment to be peace officer positions..

Veterans Preference: California law limits the granting of veterans preference credit to entrance examinations. When credit is granted in an Open Examination it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. When credit is granted in an Open Nonpromotional Examination, it is as follows: 10 points for disabled veterans and 5 points for other veterans. Directions for applying for veterans preference and definitions for veteran and disabled veteran are available on the application for Veterans Preference form (SPB Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Policy of Nondiscrimination on Basis of Disability Statement: The Department of the Youth Authority does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Information concerning the provisions of the Americans with Disabilities Act (ADA), and the rights provided thereunder, are available from the ADA Manager, Equal Employment Opportunity/Community Participation Office, 4241 Williamsbourgh Drive, Suite 201, Sacramento, CA 95823, (916) 262-1475.

Appeal Information: You may file a written appeal to the State Personnel Board at P.O. Box 944201, Sacramento, CA 94244-2010, to review your rating if you believe that the panel failed to follow prescribed standards or procedures or misinterpreted the minimum qualifications prescribed for the class; or if you can demonstrate that the rating was the result of fraud, or of discrimination within the meaning of Sections 19702 or 19703 of the Government Code, or of other improper acts or circumstances. The appeal must be filed within 30 days after the notice of examination results were mailed and must state the facts, information, or circumstances upon which the appeal is based. Appeals are heard by the State Personnel Board in public hearings held in Sacramento, San Francisco, and Los Angeles.

MISSION AND VALUES

The Mission of the Youth Authority is to protect the public from criminal activity by providing education, training, and treatment services to youthful offenders committed by the courts; directing these offenders to participate in community and victim restoration; assisting local justice agencies with their efforts to control crime and delinquency; and encouraging the development of state and local programs to prevent crime and delinquency. In order to enhance our ability to accomplish our mission, we have a shared set of values.

We Value:

The Worth of the Individual -

We treat all people with dignity, respect, and consideration.

People's Ability to Grow and Change -

We believe people have the ability to grow and change, and we provide the opportunity for them do so.

Staff as our Greatest Resource -

We encourage staff to develop personally and professionally and to participate in decision making.

Ethical and Moral Behavior -

We demonstrate a behavior which is fair, honest, and ethical both on and off the job. Citizen Participation - We invite public involvement, support, and assistance to plan, deliver, and evaluate programs.

Excellence -

Our performance demonstrates a commitment to and recognition of quality, dedication, and innovation.

A Safe and Healthy Environment

We believe that physical and mental health are important, and our commitment is to provide a safe and secure work and living environment.

